

Expenditure Authority

Import Data

**Schedule
Management**

Publish

1. Import Data

a. Import

- Provide the ability for a selection screen (biennium, version)
- Loads data from BuildSum and/or WinSum (Dollars are by fiscal Year)
- Bill number, Session number, Special Session number assigned to each appropriation record for each type (Operating, Capital, Transportation)
- Appropriations assigned a default indicators for Biennial or Fiscal Year Split
- Data manipulation - put the data in the correct buckets, Winsum GF-S are imported by fiscal year and all other account data imported and fiscal year dollars summed together for a biennial appropriation
- Only loaded once
- Provides the ability to upload spreadsheet type data

2. Schedule Management

a. Filter

b. Authority Line Item Management

c. Designate Release Status

d. Auto Update Chapter Numbers

e. Spread Allocation Pools Between Agencies

f. Unanticipated Receipts Management

g. Capital Reappropriations Management

h. Non-Appropriated Allocations
(See Business Process)

i. Reserve Requirements
(See Business Process)

- Filter down to a specific set of records

 - Agency, Program, Sub Program
 - Capital, operating
 - Transportation
 - Chapter and Session number
 - Bill number
 - Account (fund) code
 - Expenditure Authority code
- Appropriation Type
 - Unanticipated Receipt Flag
 - Biennium
 - Release Status
 - Special items (e.g. Gov's Allotment Reductions, Legislative Allotment Reductions, Allocation type including Gov's E-Fund, Savings Incentive, et c)
 - Re-appropriation
- Record set displayed based on filter
 - Add, update, delete line items (see Line Items diagram for elements)
 - Edit totals (provisos)
 - Ability to modify line item appropriation default indicator switching between fiscal year splits or biennial total
 - Supplemental Data Input Aid- input of supplemental appropriation dollar value, system generates EA line item and dollar value for allotment control number
- Working or official Status
- Bill Numbers, session number, and special session number must exist for Operating, Capital, and Transportation appropriation records
 - User initiated trigger to update chapter numbers
 - Expenditure Authority Schedule update of official Chapter Numbers from bill_tracking database
- Identify receiving agencies and designate accounts, appropriations and amounts
 - Edit line items against total appropriation
 - Need to define rules for ability to spread allocation pools
 - (See Business Process)
- Update the expenditure authority schedule when an unanticipated receipts is approved in package management
 - Email agency, OFM Operations and OFM analysts in conjunction with e-mail notice on allotment approval
 - Update the release flag
- Provides the ability to reapply re-appropriations by comparing the EAS numbers versus the CAFR. Use the lower of the two values
 - Applied statewide
 - Email agency, OFM Operations, and OFM analysts
 - ~~Provide the ability to find re-appropriations that exceeded the appropriated amount~~
 - (Above bullet deleted after req. review, data can be obtained to provide user of original and modified amounts for review and verification purposes)
 - Only update valid re-appropriations
- L&I Retrospective Rating, Parking Fund Refund, Savings Incentive
 - Extract balance from prior biennium (PB) AFRS data
 - Add current biennium (CB) allocation amount either from Excel upload or manual input
 - Total of PB balance plus CB allocation becomes maximum control total
 - No increments tracked
- Governor's Across-the-Board Allotment reductions
 - Legislative Allotment reductions

3. Publish

a. Filter

- Provide the ability to select parameters. Similar to the schedule management filter.

b. Publish

- Change the release status from working to official
- Release data for viewing by agency and OFM analysts
- Updates AFRS
- Notifies agency and OFM analysts via email (Ask prior to sending the e-mail, i.e. Do you want to notify agency now? With ability to insert an attachment or comments)
- Comments need to be added to e-mail notification of EAS modification by OFM Operations
- Date modified for each error correction tracked
- Re-publish would reflect only changes since last publish date
- System updates EAS view and populates e-mail with changes

c. Audit Trail

- List Incremental changes of the Expenditure Authority Schedule
- Comment field and Incremental data provide an audit trail

1. Table Management

a. Allotment Packet
Submittal Time Lines

- Manage submittal and approval due dates
- Packet type table- submit time lines (date range for UAR) and dates a packet ty
can be us ed pe
- Fiscal Month table- determines if data in packet is retroactive for operating
appropriations, contains dates when a fiscal month becomes retroactive for
submittal and approval use
- Rule for Agency ability to add a packet type available in time frame

b. Manage Coding
Elements

- Notification Table
- Appropriation Code Group Management Table
- Expenditure Authority Code Management Table
- Administering Agency- relationship between assigned accounts codes to Agency (read -only view of
AFRS fund table)
- Assigned OFM Analyst to Agency (read-onl y)
- Assigned Legislative Staff to Agency
- Review level- Agency appropriated level (Agency, Program, Sub-program)
- Unanticipated Receipt request for (B20-1) questions Table driven
- Expenditure Authority categorizes Table- by category and sub-category

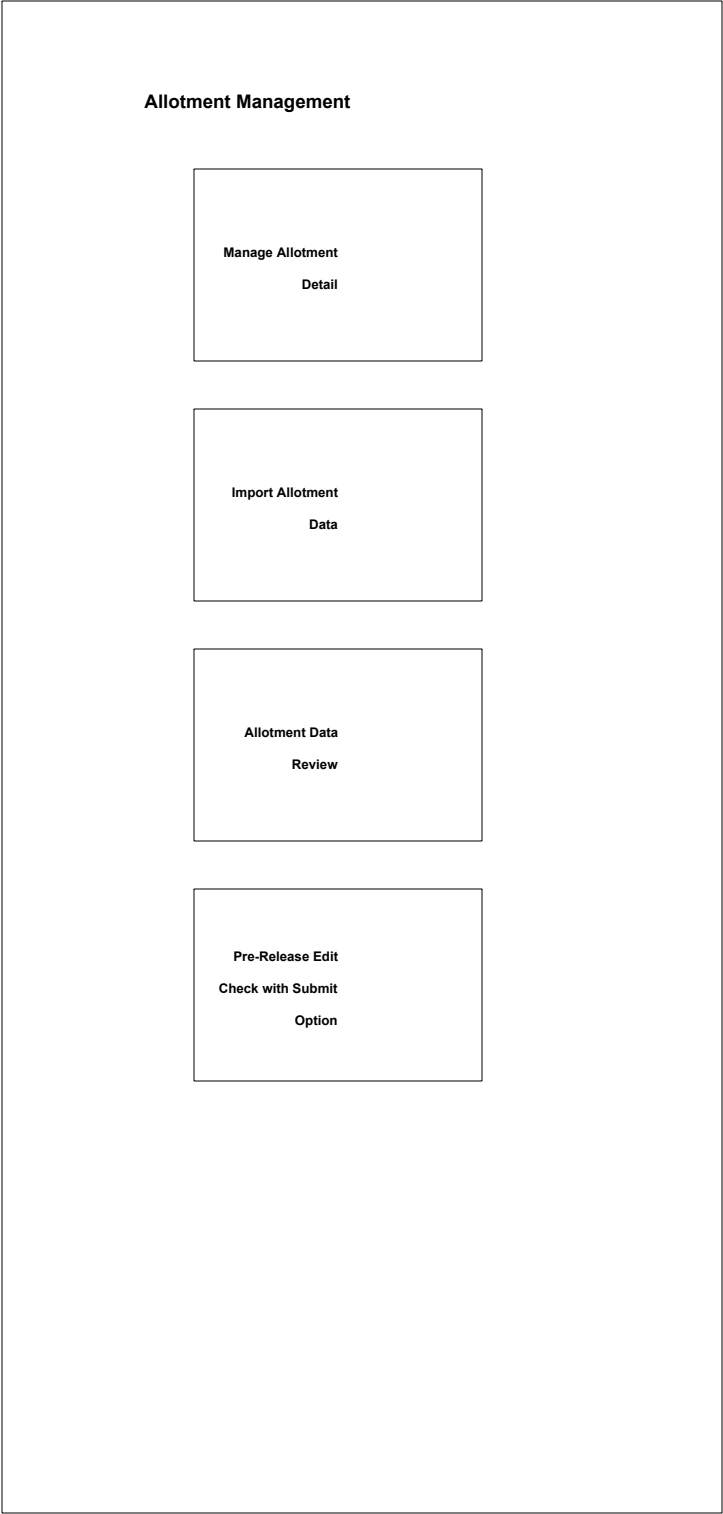
c. Manage Error Messages
and Flags

- List all pre-release error messages and associated Critical/warning flag
- User initiated change of error flag distinction
- User initiated ability to turn on/off an individual error check
- Narrative messages listed in table tie to errors that appear on pre-release edit check report
- Error message text can be altered in table

Task Item Titles

Workflow Tab le

Scheduled e-mail dat es
Table



1. Manage Allotment Detail

a. Manage Allotment Data

Deta il

- Select Template
- Add, Modify, Delete functionality
- Copy, spread, repeat, round for input functionality
- Establish narrative associated with allotment detail element and level as internal or external
- Manage concurrent usage
- Cumulative or Replace option for inputting multiple occurrences of the same revenue source code
- Input Edit Check Indicator on/off option
- Ability to input quarterly allotment data as a total change to existing allotments or as an Incremental change to existing allotments

b. Unanticipated Receipt Preparation

- Input of supporting materials
- System must provide an on-line version of Unanticipated Receipt Request Form (B-20-1) for user completion
- Attach Grants and Awards documents as .PDF to packet

c. Pattern Allotment Data

- Establish level of data
- Extract official expenditure data, system projects open fiscal months
- Adjust official expenditure data
- Calculate historical percentages based on official/adjusted expenditure data
- Adjust official/adjusted historical percentages
- Apply historical percentages to agency control numbers
- Pattern allotment components-Expenditures, Cash Disbursements, Cash Receipts, Revenue
- Ability to save pattern map for comparing PB to CD Program Indexes and Appropriation Index

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d. Update of Allotment Data

- Select criteria
- Replace data
- View line items replaced
- Input Edit Check

2. Import Allotment Data

a. Upload Preformatted
File Data

- Select preformatted file for upload into packet
- Upload new records, merge records, replace records
- Data Validation
- Exception tracking
- Maintain code validation

b. Import Data from S

PS

- Select SPS projection file ID for import into packet- by Program Index, Appropriation Index, and by month
- Define level of data uploaded into TALS
- Minimum level of data- object A & B, or lowest level established in SPS
- Only SPS data exists in packet, existing data in packet replaced
- Data validation
- Exception tracking
- Maintain code validation

c. Import Data from B

DS

- Select BDS version for import into packet
- Upload new records, replace records
- Data Validation
- Exception tracking
- Maintain code validation

d. Import Historical Data

- Define time period of import of AFRS data from Fastrack
- Data Validation
- Exception Tracking
- Maintain code validation

e. Import Historical Recast
Data

(Placeholder, Analysis not
Complete)

- Select Histsum version recast for import into packet
- Histsum level of data- Program or Sub-program, by Fiscal Year, by Account
- Display data for reference (maybe report form), no data manipulation in TALS
- Data Validation
- Exception Tracking
- Maintain code validation

3. Allotment Data Review

a. Review of Allotment
Packet Data

- Lists Agencies and Packets for selection
- Ability to view one agency packet at a time
- System displays packet status indicator
- Summarize allotment data maintained in multiple allotment packets
- User defined roll-up and drill down views of data
- E-mail notification in workflow contains URL link to data review screen
- Read only functionality of Agency data and comments
- Ability for Assigned OFM Analysts to add comments to any allotment data element; Marking as Internal or External view
- Go to menu option to navigate from review functionality to data input functionality
- Go to menu option to navigate from review functionality to OFM status Indicator change functionality

b. Filter Allotment Data

- Filter down to a specific set of records
- Agency Code
- Packet Identification Number/Type
- Biennium
- Allotment Component- Expenditure, Cash Disbursement, Revenue, Cash Receipts
- Account Code
- Appropriation Index
- Expenditure Authority Code (Appropriation) Code
- Program Index
- Agency, program, subprogram
- Project number, sub project number, and sub sub project number
- Object of expenditure- object, sub-object, and sub-sub-object
- Major group, Major source, and sub source
- Organization Index
- Release Status
- Appropriation Type

c. Administering Agency

- System lists all agencies submitting allotments for the assigned account (system references Expenditure Authority Schedule)
- View assigned account data by submitting Agency and Packet Identification
- Summarize account data- Total of an account data contained in multiple packets
- Submitting Agencies packet status listed for Administering Agency view
- AFRS fund table contains assigned accounts to administering agencies

d. View Allotment Packet
Data vs. Agency
EAS control numbers

- Show difference between EAS control totals and all allotment packets sent to OFM with a status of Official, Under review, Pending, and Agency controlled packet data
- Show difference between EAS control totals and all Internal allotment packet submitted to AFRS and Agency controlled packet data (Agency vs. Internal)
- Show difference between EAS control totals and all Internal or approved-Official allotment packet submitted to AFRS (agency vs. Internal)

4. Pre-Release Edit Check and Submit Option

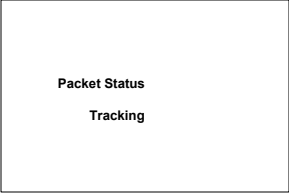
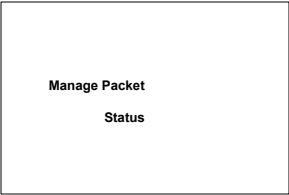
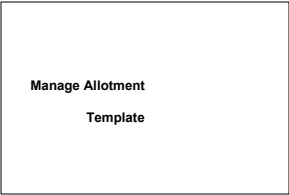
a. Execute Pre-Release
Edit Check

- Execute Pre-release Edit Check
- Error message list is on-demand, history not stored
- Summarize Allotment Data in one or more packets edit to match control numbers
- Allotment packet(s) must pass AFRS edits
- Agency Official packet(s) must tie to EAS control numbers for Appropriations, comments required for explanation when non-appropriation(s) do not match EAS control total
- Agency Internal packet(s) must tie to EAS control numbers for Appropriations
- System will notify user during pre-release edit check when Internal Packet(s) in AFRS and Internal packet(s) selected for edit check exceed Appropriated control totals listed on EAS

b. Submit Allotment Packet

- Submitted Internal Packet sent to AFRS
- TALS creates required AFRS transactions for Internal data
- Submitted Official Packet sent to for OFM review
- E-mail notification
- Allotment packet(s) must pass TALS edits
- Allotment packet(s) must pass AFRS edits

Packet Management and Status Tracking



1. Packet Management

a. Packet Management

- Create New Packet, Update Existing Packet, Delete Packet, Copy data in Packet (option to copy comments with data), Merge-Replace data in Packets (option to copy comments with data)
- Establish packet identification, biennium, Packet Title, Description Comment
- Copy data from Internal Packet into an Official Packet
- Only previous biennial Initial operating packets can be copied into current biennial pack
- Packet Data can only be copied into the same packet type

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b. Agency Controlled
Packet Lock

- Select packet
- Lock/Unlock can only be applied to a packet controlled by an Agency, i.e. packet has not been submitted to OFM or Internal to AFRS
- Owner Lock- packet data can only be edited by user with security access to edit and submit
- Agency budget operations user lock- overrides user packet lock, and restricts the owner of t packet from altering data within the packet
- Unlock packet, data can be edited, any authorized user can edit packet data
- Locked Packet can be copied
- Allotment Packet(s) locked when submitted to OFM, will not remain locked if returned to Agency for Adjustment

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c. Agency Internal Control
Numbers vs. Agency
Allotment Packets

- Select packet to be used in comparison
- Establish Agency internal control numbers mapped to allotment detail structure
- Establish Agency, Program, Subprogram Indexes
- Establish Appropriation Indexes
- Establish associated dollar amounts

2. Manage Allotment Template

a. Manage Allotment
Template

- Establish Expenditures, Revenue, Cash Receipts, Cash Disbursements coding elements
- Assign naming convention to template, user defined
- Create, modify, coding element for input template
- Modify a template- save as new template
- Delete input template

3. Manage Packet Status

a. Execute Pre-Release
Edit Check

- Execute Pre-release Edit Check
- Error message list is on-demand, history not stored
- Summarize Allotment Data in one or more packets edit to match control numbers
- Allotment packet(s) must pass AFRS edits
- Agency Official packet(s) must tie to EAS control numbers for Appropriations, comments required for explanation when non-appropriation(s) do not match EAS control total
- Agency Internal packet(s) must tie to EAS control numbers for Appropriations
- System will notify user during pre-release edit check when Internal Packet(s) in AFRS and Internal packet(s) selected for edit check exceed Appropriated control totals listed on EAS

b. Agency Initiated Packet
Status Change

- Submitted Internal Packet sent to AFRS
- TALS creates required AFRS transactions for Internal data
- Submitted Packet sent to OFM for review
- Recall Pending packet(s) from OFM back to submitting agency
- E-mail notification
- Allotment packet(s) must pass TALS edits
- Allotment packet(s) must pass AFRS edits

c. Assigned OFM Analyst
Initiated Packet Status
Change

- Select packet for Review
- Approve-No updated requested
- Approve-Update requested
- Return packet to submitting Agency
- Returned packet(s) to Agency require comment explanation
- Resume/Reset 10-day waiting period for re-submitted Unanticipated Receipt packet
- Unanticipated Receipt Allotment Packet Approval (updates Expenditure Authority Schedule)
- AFRS edit check run after packet Approval process, but before data is sent to AFRS
- TALS creates required AFRS transactions for approved-Official Data
- E-mail notification and URL link to reports

d. OFM Operations Super
User Capability

- Change Status Indicator Agency Allotment Packet in Analysts Absence
- User Initiated Lock/Unlock (all analyst's) ability to change a status indicator of an unanticipated receipt during Legislative session
- Change Status Indicator of Unanticipated receipt packets during legislative session
- Change Status Indicator of Unanticipated receipt packets prior to 10-day waiting period expiration
- E-mail notification

e. View Allotment Packet
Data vs
EAS control numbers

- Show difference between EAS control totals and all allotment packet sent to OFM with a status of Official, Under review, Pending, and Agency controlled packet data
- Show difference between EAS control totals and all Internal allotment packet submitted to AFRS and Agency controlled packet data (Agency use)
- Show difference between EAS control totals and all Internal or approved-Official allotment packet submitted to AFRS (Agency Use)

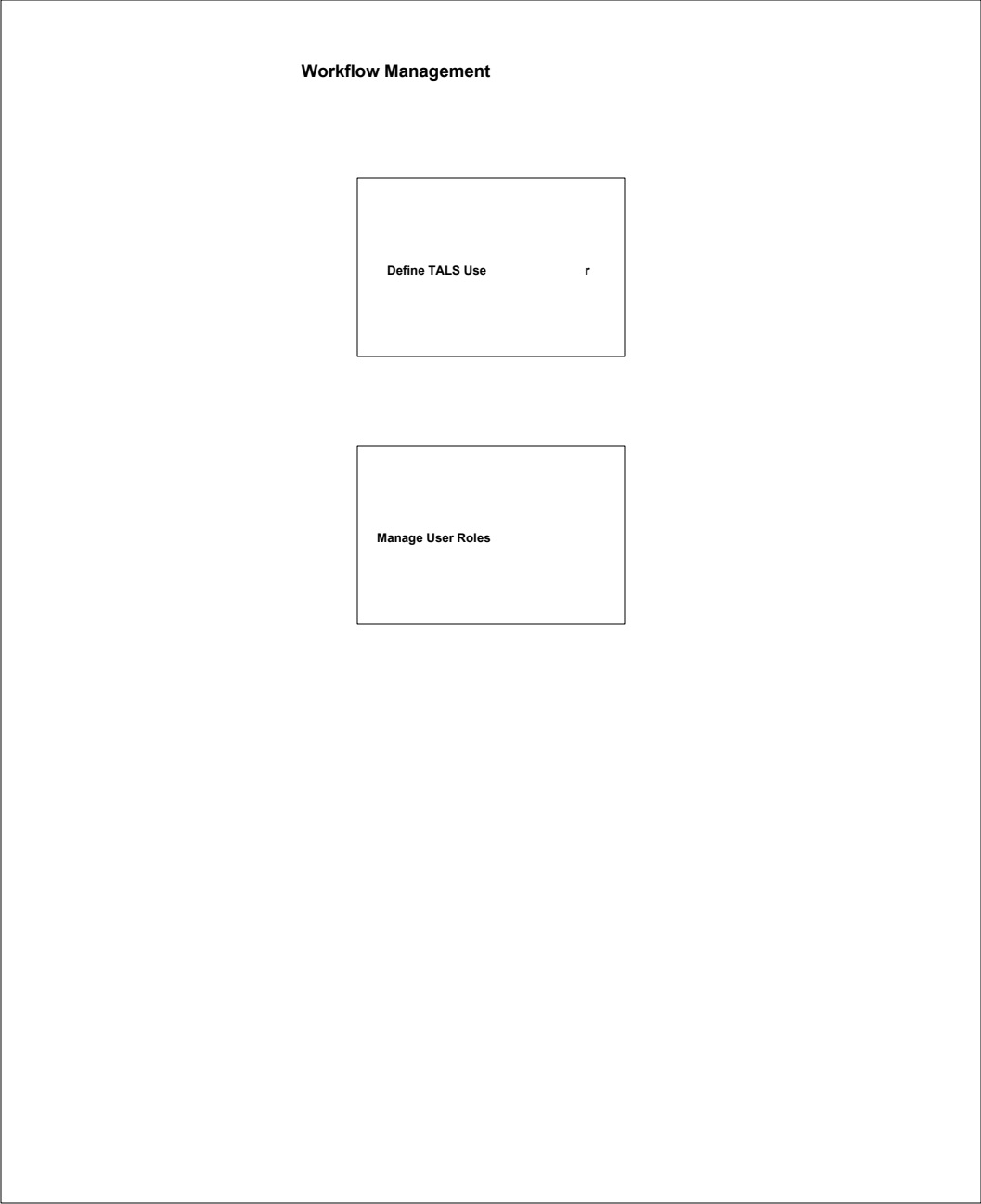
4. Packet Status Tracking

a. View Allotment Packet in
Workflow Process

- Select Agency and Packet
- Default to Agency/packets assigned to user
- View packet status indicator
- Administering Agency View
- Any user can view the status of any packet submitted to workflow for OFM review

b. Filter Packet Status

- Filter down to a specific set of records
- Agency, Program
 - Packet number
 - Packet type
 - Status indicator or
 - Assigned OFM Analyst - view of data for OFM use
 - Senior Budget Analyst - view of data for OFM use
 - Functional Area Analyst - view of data for OFM use
 - Account- does not display account data (for Admin Agency view)



Define TALS User

Manage Contact
Information

Manage individual user agency contact information Established by (Agency, OFM, Leg)

Administrator

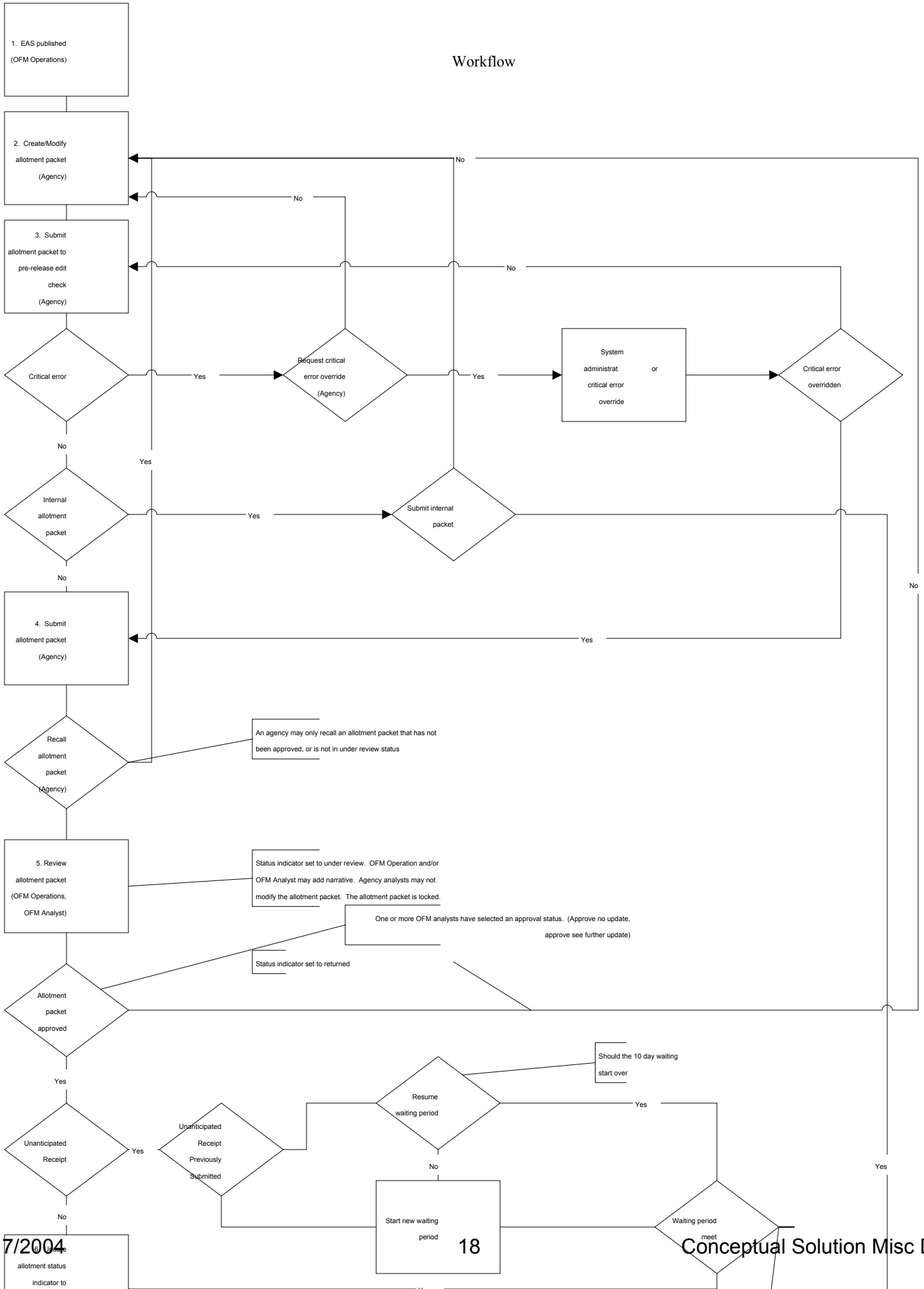
- Name
- Titles
- Phone number
- E-mail notification

Manage User Roles

Manage User Roles

- Configure system workflows
- Assign users to steps in workflow process
- Maintain routing of data
- Need Look-up table for assigned analyst to agencies
- Security is based on user role
- Roles define what users can do in the system

Workflow

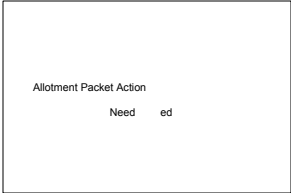


TALS Task List

Action Item

General Notification

Action Item



E-mail notification that an Action Item has been placed in the users task list (system update task list):

- Assigned OFM Analyst-Review Agency Allotment Packet and Update Status Indicator

Event that causes action item in queue- Agency submits allotment packet(s) to OFM for review

Event that removes action item from queue- Analyst changes status indicator of allotment packet to Approve or Return

- Agency- EAS published Allotment Packet submittal required

Event that causes action item in queue- OFM Operations publishes the Agency EAS

Event that removes action item from queue- Agency submits allotment packet that passes edit checks

- Agency - Allotment Packet Returned updated data requested for resubmittal

Event that causes action item in queue- one OFM assigned analyst(s) selected a 'Return' status indicator (all assigned analyst(s) have reviewed and indicated indicator change)

Event that removes action item from queue- Agency modifies allotment packet data a resubmits packet to OFM for review

nd

- Agency- TALS System Administrator override compete, Submit Allotment Packet to OFM required

Event that causes action item in queue- TALS System Administrator overrides individual error flag(s)

Event that removes action item from queue- Agency submits allotment packet to OFM for review

General Notification

Expenditure Authority
Schedule Notification

- Event that causes notification- OFM Operations publishes EAS
- OFM Analyst, Leg Staff, Agency Notification- EAS is available for view
 - OFM Analyst, Leg Staff, Agency Notification- States modifications to Expenditure Authority Schedule, and is available for view (except UAR's)

Allotment Packet
Notification

- Event that causes notification- Agency submits allotment packet to pre-release edit check
- Agency- Allotment packet passed pre-release edit check
 - Agency- Allotment packet did not passed pre-release edit check
- Event that causes notification- TALS system Administrator selects to override individual error flag(s) on Agency allotment packet
- Agency- OFM System Administrator override of critical error
 - OFM Operations- OFM System Administrator override of critical error
 - Assigned OFM Analyst(s)- OFM System Administrator override of critical error
- Event that causes notification- at least one OFM assigned analyst selects status indicator 'Return'
- Agency- OFM Assigned Analyst(s) returned allotment packet(s), review narrative
- Event that causes notification- Agency submits allotment packet to OFM for review
- Assigned OFM Analyst(s)- Agency allotment packet submittal received
 - Assigned OFM Analyst(s)- Agency resubmitted allotment packet, URL link to comparison report for view of changes
- Event that causes notification- TALS system sends notification of end of waiting period
- Assigned OFM Analyst(s)- 10-calendar day waiting period elapsed, packet status indicator update needed
- Event that causes notification- Each time a status indicator change occurs on an allotment packet that contains an account they administer
- Administering Agency- Agency Allotment Packet status indicator updates, for packets that include account(s) they administer
- Event that causes notification- TALS system send notification when occurrences exist
- Administering Agency- received notification when dedicated accounts do not have sufficient fund balance available to support the allotment
- Event that causes notification- All assigned OFM analyst(s) have selected a status indicator of 'Approve'
- Agency- Allotment Packet status update to Approve and data has been sent to AFRS (except UAR's)
 - Leg staff- Allotment Packet status update to Approve and data has been sent to AFRS (except UAR's)
 - Agency- UAR Allotment Packet status update to Approve and data has been sent to AFRS, EAS updated
 - Leg staff- UAR Allotment Packet status update to Approve and data has been sent to AFRS, EAS updated
- Event that causes notification (user initiated event to run comparison)- TALS system send notification when occurrences exist
- Agency- Internal and approved-Official net allotments do not match at the appropriated level on the first day of the quarter (expect quarter 1)
 - Agency- 2nd notice in quarter on the 20th if mismatch still exists
 - OFM Assigned Analyst(s)- on 20th of quarter mismatch exists
 - OFM Assigned Analyst(s)- on 26th of quarter Agency did not submit quarterly allotment update

Unanticipated Receipt
Action Reminder

- Event that causes notification- Agency submits UAR packet for OFM review
- Assigned Legislative staff- UAR allotment packet submittal received for review and comment
- Event that causes notification- OFM Operations selects status indicator 'Return' for UAR packet
- Assigned Legislative staff- UAR allotment packet returned to Agency prior to expiration of 10-calendar day waiting period

TALS System Administrator

Submit Edit Override

- Select agency specific allotment packet
- Action taken to override critical error indicator (per error in packet)
- Action allows Agency to submit allotment packet to OFM
- Data edits occurring after error flag override will cause overrides to be removed
- E-mail to Agency and Assigned OFM Analyst(s), and OFM Operations

Super User Capability

- Access to all user interface screens and data
- ability to Log is any agency
- Read only
- Internal and Official packet(s) data can be viewed
- No action items can be preformed on packet(s)

Override Agency Task List

- Access to all user interface screen and action item messages
- Ability to Log is any agency
- Action taken to override and remove task list item (performed per item)
- E-mail to Agency and Assigned OFM Analyst(s), and OFM Operations

Common Authentication



- Assign OFM, Agency, Leap system administrators
- Reset passwords
- Single sign-on

Packet Reporting

Data Reports

- Allotment Data
- Fund Balance
- Cash Balance
- Unanticipated Receipts

Comparison Reports

- Original submittal vs. Revision to the Original
- Allotments vs. Control numbers
- Revenue vs. Cash
- Expenditure vs. Revenue
- Allotment vs. Historical
- Appropriations vs. Allotments

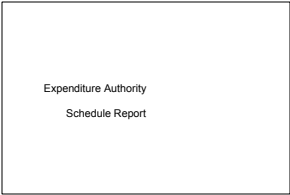
Administering Agency
Reports

- Summarized Account data to provide Fund and Cash Balance reports
- Account data by submitting Agency

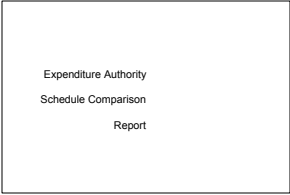
Packet Reporting Filter

- Fixed parameter reports
- Narrative
- Allotted, Unallotted, and Reserve
- Graphs and Trend lines
- Flexible selection
- Rollups with variable parameters
- Bundled reports
- Standard summary level
- Combination of actuals to date plus allotments

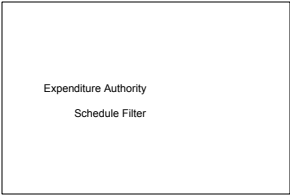
Expenditure Authority Schedule Reporting



- Agency summary
- Statewide summary



- Supplemental vs. Previous
- Audit Trail Details



- Flexible selection
- Rollups with variable parameters
- Standard summary level
- Narrative
- Fixed parameter report

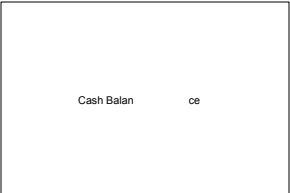
Fund Analysis



- Viewing of statewide reports by Administrating Agency



- Load adjusted unofficial beginning fund balance
- Load adjusted official beginning fund balance



- Load adjusted unofficial beginning cash balance
- Load adjusted official beginning fund balance



- Fixed parameter reports
- Rollup with variable parameters
- Graphs and trend lines
- Standard summary reports
- Flexible selection
- Actual to date & projected for Fiscal Year or Biennium
- Narrative
- Combination of Actuals to date plus prospective Allotments
- All Agencies included

Monitoring Reports

Exception Reports

- Over allotted
- Overspent
- No Actuals

Variance Reports

- Estimate vs. Actuals
- Appropriations vs. Actuals

Monitoring Filter

- Fixed parameter reports
- Rollup with variable parameters
- Graphs and trend lines
- Standard summary reports
- Flexible selection
- Actual to date & projected for Fiscal Year or Biennium
- Narrative
- Combination of Actuals to date plus prospective allotments
- All Agencies included

Authority Line Items

1. Agency, program, subprogram (name or code)
2. Account codes (fund)
3. Appropriation type
4. Capital|Operating
5. Transportation flag (can be Capital-Transportation or Operating-Transportation) (use established transpo table from BDS)
6. Expenditure Authority Code (contains both appropriated, non-appropriated, unanticipated receipts, allocations, across the board reduction)
- 6.5 Expenditure Authority title (limit of 40 characters in AFRS)
7. Chapter number (Can be blank for items that are not part of the bill)
8. Session number (Year of Session - 03, 04, 05) (Can be blank for items that are not part of the bill)
9. Section number (Can be blank for items that are not part of the bill)
10. Special Session - 1, 2, 3, . . .
11. New Approp or reappropriation (Blank=none, R=reappropriation)
12. Proviso flag (yes/no)
(11 & 12 - codes sent to AFRS as restrictions - [Blank=none, R=reappropriation, P=proviso, B=both reappropriation & proviso])
13. Project number
14. Amount
15. Allocation Type - (Salaries, Fire Contingency, Pension, etc.) (See Business Process.)
16. Fiscal year
17. Biennium
18. Narrative - Comments
19. Appropriation status [null & void, veto, active (default)]]
20. Released flag [yes/no]
21. Unanticipated receipts (UAR) flag [yes/no] (Designers decide if this is helpful. We need to be able to sort by appropriation type(s) for all approp types, including UARs.)
22. Non-appropriated/allotted (L&I Retrospective Rating, Parking Fund Refund, Savings Incentive, etc. (uses prior biennium balance from AFRS with current biennium allocation added later for a total maximum control number) (See Business Process.)
23. Reserve Requirements (Governor's Across-the-Board Allotment reductions and Legislative Allotment reductions) (See Business Process.)

Note: FTE allotments will use Winsum/Buildsum for comparison numbers

Allotment Management Line Items

	Expenditures	Cash Disbursements	Revenue	Cash Receipts
	R = Required			
1. Agency	R	R	R	R
2. Sub-Agency Code (system fills with zero)	R	R	R	R
3. Packet Identification Number	R	R	R	R
4. Packet Type	R	R	R	R
5. Biennium	R	R	R	R
6. Fiscal Year By Month	R	R	R	R
7. Transaction Code Cross-Walk	R	R	R	R
8. Account (Fund)	R	R	R	R
9. Appropriation Index	R	R	R	R
10. Program Index	R	R	R	R
11. Project number	R	R	R	R
12. Capital project number (tied to Buildsum)	R	R	R	R
13. Sub-project number	R	R	R	R
14. Project phase	R	R	R	R
15. Budget Unit	R	R	R	R
16. Organization Index	R	R	R	R
17. Object, sub-object, sub-sub-object	R	-	-	-
18. Major group	-	-	R	R
19. Major source	-	-	R	R
20. Sub-source	-	-	R	R
21. FTE	R	-	-	-
22. Amount	R	R	R	R
23. Narrative	R	R	R	R
24. Packet status indicator	R	R	R	R
25. Allotment component type indicator	R	R	R	R
26. Activity Inventory Level	R	-	-	-
27. User Defined Field	R	R	R	R

Schedule Adjustment Definitions:

Null & Void: Clauses in the budget bill stating that the amount is not valid if another Legislative bill does not occur. Will have Budget Bill chapter, session and section. Adjusts appropriation amount.

Veto: Portion of the bill that the Governor rejects. Adjusts appropriation amount.

Other bills with appropriations: Legislative bill (not budget) that includes funding amount. This bill is outside the budget bill. Bill chapter, session, and section will not be budget bill numbers. Adjusts appropriation amount.

Allocations:

Amounts set aside for various items that will change an appropriation. These amounts are placed in 076, 713, and any "holding" agency needed prior to distribution. As these allocations are spread, the amounts are moved "incrementally" from "holding" agency to the agency authorized to receive the amount (can be added or subtracted).

Current types:

- **Salaries**
- **Fire Contingency**
- **Pension**
- **Health Benefits**
- **Emergency funds**
- **Pools**

Other Items:

Legislative Allotment Reductions: Agency Allotment Reduction amounts required by the Legislative budget bill. These do not affect appropriations. However, OFM requires these amounts to be placed in reserve and must approve/verify that agencies did so.

Governor's Across the Board Reductions: Reduction that can happen at any time during the year. If an account has a projected cash deficit, the Governor can direct an across the board reduction of that account. The agencies with that account, put these amounts into reserve. These do not affect appropriations. However, OFM must approve/verify that agencies moved amounts into reserve.

L&I Retrospective Rating: (Non-appropriated, allotted) L&I notifies the agencies the amount that can be allotted. Complete Excel spreadsheet sent to OFM. These do not affect appropriations. However, OFM must approve these allotments. Agencies are not required to allot the entire amount. They can also carryforward these adjustments from prior years. System would require a warning, not a hard edit on the allotment.

Parking Fund Refund: (Non-appropriated, allotted) GA notifies the agencies the amount that can be allotted. Complete Excel spreadsheet sent to OFM. These do not affect appropriations. However, OFM must approve these allotments. Agencies are not required to allot the entire amount. They can also carryforward these adjustments from prior years. System would require a warning, not a hard edit on the allotment.

Savings Incentive: (Non-appropriated, allotted) OFM notifies the agencies the amount that can be allotted. These do not affect appropriations. However, OFM must approve these allotments. Agencies are not required to allot the entire amount. They can also carryforward these adjustments from prior years. System would require a warning, not a hard edit on the allotment.